Termination – Failure to Return to Work Following Furlough Recall

***NOTE TO EMPLOYER:*** *This sample termination letter can be used to communicate to an employee who failed to return to work after being recalled due to a temporary furlough. This should be modified to fit the needs of your organization.*

[Date]

[Employee Name]

[Address]

Dear [Employee Name]:

As of XXX date, you have not responded to [XYZ Company’s] phone calls, voicemail messages and prior written letters regarding your recall to work following a temporary furlough. Per company policy, and as communicated to you at the time of furlough, failure to respond to your recall to work notice indicates that you are no longer interested in employment with us and that you have voluntarily terminated your employment with [XYZ Company].

Therefore, your termination of employment is effective [Date]. You will receive payment for any unused, accrued leave that may have been earned *(per company policy).* Your final paycheck/statement will be mailed to you/direct deposited by XXX. Notification of your rights to continue your health insurance through COBRA and termination information from our retirement programs will be sent to you in a separate mailing.

If there were any circumstances that prevented you from contacting us, please notify [Name, Phone Number, Email] no later than [Date]. We wish you the best in your future endeavors.

Sincerely,

[Name]

[Title]

cc: Personnel File